

SEXUAL HARASSMENT POLICY

Policy Statement

Knightguard Ltd position is that sexual harassment is a serious form of misconduct that undermines the integrity of any relationship.

All our employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. Any employee engaging in any harassing conduct will therefore be subject to discipline, ranging from a warning to dismissal.

It is our policy, in accordance with providing a positive, discrimination-free work environment, that sexual harassment in the workplace is considered unacceptable conduct and will not be tolerated.

What is and what is not defined as Sexual Harassment?

Sexual harassment is defined as any unwanted physical, verbal or visual sexual advances, requests for sexual favour, and any other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawings.

We have written this policy based on the definition of sexual harassment set forth by relevant legislation. We define sexual harassment as unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature when:

- ❑ Submission to such conduct is either an explicit or implicit term or condition of employment or work (e.g., promotion, training, timekeeping or overtime)
- ❑ Submission to or rejection of the conduct, is used as a basis for making decisions (hiring, promotion, training, pay increases, termination etc)
- ❑ The conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

Sexual harassment also includes any employee conduct unreasonably interfering with another's work performance by creating an intimidating, hostile, or offensive working environment. Sexual harassment consists of a variety of behaviors by employees directed to other employees including, but not limited to, subtle pressure for sexual activity, inappropriate touching, inappropriate language, demands for sexual favors, and physical assault.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or colloquial terms of greeting. It refers to behavior that is not welcome, that is

personally offensive, that debilitates confidence and self esteem, and that, therefore, interferes with work effectiveness.

Harassment by Non-Employees

We will endeavor to protect our employees, to the fullest extent possible, from reported harassment by non-employees such as from clients, contractors, members of the public and other parties who have workplace contact with our people.

Complaint Procedure

If you feel that you have been the recipient of sexually harassing behavior, report it immediately to a Director. It is preferable to make a complaint in writing, but you can accompany or follow up your written complaint with a verbal complaint. All allegations of sexual harassment will be quickly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of that investigation.

Depending on the complexity of the investigation, you should be contacted within 5 days about the status of your complaint and whether action is being taken.

Discipline

Any person found to have harassed another employee or applicant for employment, will be subject to appropriate disciplinary procedure action, including reprimands, suspension or termination of employment as considered appropriate.

A person committing sexual harassment may also be held legally liable for his or her actions under applicable law.

Responsibility

Each manager is responsible for implementing this policy within his or her area of supervision.

Knightguard Ltd is responsible for providing you with an employment environment free of sexual harassment by management personnel, by your co-workers and by others with whom you interact with in the course of your work and for taking immediate corrective action to stop sexual harassment in the workplace and for promptly investigating any allegation of work-related sexual harassment.

Evans Igor
Managing Director